

## ARTICLE 5.9: HOLIDAYS

### SECTION 5.9.1: HOLIDAYS.

- (a) Establishing Holidays. County holidays shall be those established by resolution or ordinance of the Board of Supervisors pursuant to Administrative Code, Article III, General Rules, Section 57, Holidays/Office Hours.

(1)	The County shall observe the following holidays:	
	1.	Independence Day shall be observed on July 4
	2.	Labor Day, First Monday in September
	3.	Veterans Day, November 11
	4.	Thanksgiving Day, Fourth Thursday in November
	5.	Day after Thanksgiving, Fourth Friday in November
	6.	Christmas Day, December 25
	7.	New Year's Day, January 1
	8.	Martin Luther King, Jr. Day, Third Monday in January
	9.	President's Day, Third Monday in February
	10.	Cesar Chavez Day, March 31
	11.	Memorial Day, Last Monday in May

- (2) Holidays Proclaimed by the Board of Supervisors. In addition, any other day of national mourning or celebration provided that it has been proclaimed by the Board of Supervisors and, provided that the Board directs the closure of all County offices for public service which are normally closed on holidays. Any such holiday shall be granted only to those employees who are regularly scheduled to work on the day for which such holiday is proclaimed by the Board.
- (3) Holidays Falling on a Weekend. Except as provided in subsection 5.9.1 (c) (24 Hour Operations) below, if a County holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday; if a County holiday falls on a Sunday, the following Monday shall be deemed to be the holiday.
- (4) DS Holidays. Notwithstanding subsection 5.9.1 (c) (24 Hour Operations) below, for employees in classes designated DS, County holidays shall be observed on the day of the holiday itself.
- (b) Holiday Eligibility. Only regular employees paid at a biweekly rate are entitled to paid holidays. Employees who are on paid status the entire work day before as well as the entire work day after a holiday shall receive compensation for eight (8) hours of holiday time, which time is considered

as hours worked unless otherwise provided in Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time). Employees in classes designated DS and SM who work a 85 hour standard work period shall receive eight and one-half (8-1/2) hours of holiday time. Permanent part-time employees' compensated holiday time shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period during which the holiday occurred. This provision shall not apply to floating holidays.

- (c) 24 Hour Operations. Employees regularly assigned to work shifts in 24-hour operations will not receive holiday compensation on the "Friday before" or the "Monday after" the Christmas Day or New Year's Day holidays when these holidays fall on a Saturday or Sunday. Instead the employees who are assigned to work shifts on December 25 and January 1 will receive holiday compensation pursuant to subsection 5.9.1(b), (Eligible Employees), above. For employees who do not work on December 25 and January 1 because these holidays fall on the employee's regularly scheduled day off, these employees shall be compensated pursuant to subsection 5.9.1(f) (Holiday Occurring on a Scheduled Day Off) below.

Eligible Classes: Classes designated AE, CE, CEM, CL, CM, CR, EM, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS, SW or UM.

- (d) Holidays for Eligible County Employees Assigned to the Courts. The purpose of this provision is to achieve consistency in the scheduling of holidays for County employees assigned to work in the courts with those holidays observed by the courts and shall not be construed to provide greater or lesser compensation for, or number of holidays than that received by employees assigned to work in other County departments, each fiscal year.

- (1) County employees assigned to the courts shall receive any holiday observed by the courts if that holiday is not observed by other County offices and departments.

Eligible Classes: Classes Designated DI or DM.

- (2) County employees assigned to the courts shall not receive any holiday observed by County offices and departments which is not also observed by the courts.

Eligible Classes: Classes Designated DI, DM, PD or PM.

- (3) County employees assigned to the courts shall receive any holiday observed by the courts if that holiday is not observed by other

County offices and departments. In the event a holiday is observed by the Courts that is not also observed by the County, the appointing authority may require County employees to use paid or unpaid leave on the Court Holiday.

Eligible Classes: Classes Designated PD or PM.

(e) Holiday Schedule for Probation Court Officers.

- (1) Probation Department employees assigned as Adult Service Court Officers and to the Juvenile Court Unit shall receive those specific holidays observed by the courts even if these holidays are not observed by other County offices and departments; and
- (2) Said employees shall not receive any holiday observed by County offices and departments which is not also observed by the courts; and
- (3) In the event that the total number of holidays observed by the courts is less than the number of holidays observed by other County offices and departments, said employees shall receive a number of floating holidays which is equal to the difference.

Eligible Classes: Classes Designated PO.

- (f) Holiday Occurring on a Regularly Scheduled Day Off. If a County holiday, except holidays occurring on a Saturday or Sunday, falls on an eligible employee's scheduled day off, the employee will earn compensatory time off equivalent to one tenth (1/10) the number of scheduled hours in that employee's normal biweekly pay period.

(Amended 08/01/08, Ord. No. 9946)

- (g) Holiday Occurring During Employee's Vacation. When a County holiday falls within an eligible employee's vacation, there will be no charge against vacation credit for the holiday.

(Amended 01/16/87, Ord. No. 7260)  
(Amended 01/08/93, Ord. No. 8195)  
(Amended 05/04/93, Ord. No. 8230)  
(Amended 06/11/93, Ord. No. 8248)  
(Amended 01/21/94, Ord. No. 8350)  
(Amended 03/29/96, Ord. No. 8650)  
(Amended 09/27/96, Ord. No. 8720)  
(Amended 12/18/98, Ord. No. 8987)  
(Amended 06/23/06, Ord. No. 9783)

(Amended 08/16/85, Ord. No. 7013)  
(Amended 01/16/87, Ord. No. 7260)  
(Amended 01/18/08, Ord. No. 9912)  
(Amended 06/27/14, Ord. No. 10326)

#### SECTION 5.9.2: FLOATING HOLIDAY TIME.

(a) Floating Holidays.

- (1) In lieu of Admissions Day and the employee's Birthday Holiday, or Columbus Day, employees listed in the classes below who have paid service in payroll 02 shall be entitled to one-fifth (1/5) the employee's regularly biweekly scheduled hours, not to exceed sixteen (16) hours of floating holiday time. This time may be taken beginning in payroll 03 at a time agreeable to both employee and the appointing authority.
- (2) Accrual Limit. An employee may accumulate a maximum balance of twenty-four (24) hours of floating holiday time. Any balance that exceeds twenty-four (24) hours will automatically be reduced to the twenty-four (24) hour maximum accrual limit.
- (3) These holidays are not subject to terminal leave.

Eligible Classes: Classes designated AE, AS, AM, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW and UM.

(b) Floating Holidays DI and DM.

- (1) Columbus Day. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without pay, on the national observance of Columbus Day, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken when mutually agreeable with the appointing authority, but must be used before the first day of the first biweekly pay period in the succeeding fiscal year. The national observance of Columbus Day shall not be considered a holiday for payroll purposes. Employees in classes designated DI or DM shall take this time in one increment on a day agreeable to both the employee and the appointing authority.
- (2) Lincoln's Birthday. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without

pay, on the national observance of Lincoln's Birthday, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken in one increment on a day agreeable to both the employee and the appointing authority. The national observance of Lincoln's Birthday shall not be considered a holiday for payroll purposes.

- (3) Accrual Limit. An employee may accumulate a maximum balance of twenty-four (24) hours of floating holiday time. Any balance that exceeds twenty-four (24) hours will automatically be reduced to the twenty-four (24) hour maximum accrual limit.

(c) Floating Holidays - DS and SM.

- (1) In lieu of Admissions Day and the employee's Birthday Holiday, all employees who have paid service in payroll 01 shall be entitled to seventeen (17) hours of floating holiday time. This time may be taken beginning in payroll 02 at a time agreeable to both employee and the appointing authority.
- (2) Accrual Limit. An employee may accumulate a maximum balance of 25.5 hours of floating holiday time. Any balance that exceeds 25.5 hours will automatically be reduced to the 25.5 hour maximum accrual limit.
- (3) These holidays are not subject to terminal leave pay.

(Amended 01/17/86, Ord. No. 7071)  
(Amended 02/10/87, Ord. No. 7270)  
(Amended 12/18/87, Ord. No. 7418)  
(Amended 10/07/88, Ord. No. 7533)  
(Amended 06/11/93, Ord. No. 8248)  
(Amended 09/27/96, Ord. No. 8720)  
(Amended 12/18/98, Ord. No. 8987)  
(Amended 09/22/00, Ord. No. 9247)  
(Amended 12/04/01, Ord. No. 9405)  
(Amended 04/02/04, Ord. No. 9630)  
(Amended 09/30/05, Ord. No. 9734)  
(Amended 06/23/06, Ord. No. 9786)  
(Amended 09/27/06, Ord. No. 9801)  
(Amended 01/18/08, Ord. No. 9912)  
(Amended 06/28/13, Ord. No. 10263)

SECTION 5.9.3: SUPERIOR COURT HOLIDAYS.

(Repealed 10/31/03, Ord. No. 9605)

This page is left blank to accommodate future changes.